**COMMISSIONER’S MERITORIOUS SERVICE AWARD**

**Nomination Form**

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| **The Commissioner’s Meritorious Service Award recognises outstanding service in a designated role or function to an exceptional level.** |
| **PART ONE – NOMINEE** |
| **Title**:       | **Given Name**:       | **Surname**:       |
| **ID** **No**:       | **Position**:       | **Rank**:       |
| **Region:**       | **Unit:**       | **Service**: [ ]  FRS [ ]  RFS [ ]  SES  |
| **Phone**:       | **Mobile**:       |  [ ]  DM [ ]  State |
| **Email**:       | **DOB:**       |
| **PART TWO – NOMINATOR** |
| **Title**:       | **Given** **Name**:       | **Surname**:       |
| **ID No**:       | **Position**:       | **Rank**:       |
| **Region:**       | **Unit:**       | **Service**: [ ]  FRS [ ]  RFS [ ]  SES  |
| **Phone**:       | **Mobile**:       |  [ ]  DM [ ]  State |
| **Email**:       |
| **Signature:**       | **Date:**       |
| **PART THREE – DESCRIBE THE MERITORIOUS SERVICE**  |
| For example:* Exceptional contribution to significant events for which the QFES has key responsibilities, where officers are responsible for the planning and organising of specialist support at the event.
* Performed outstanding specialised service or leadership in delivering successful outcomes in a program or project.
* Enhanced the professional image of QFES far exceeding what might reasonably to be expected from an officer of QFES.
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|       |
| **PART FOUR – REFEREES** |
| **REFEREE 1** |
| **Title**:       | **Given Name**:       | **Surname**:       |
| **Email:**       | **Phone**:       |
| **REFEREE 2** |
| **Title**:       | **Given Name**:       | **Surname**:       |
| **Email:**       | **Phone**:       |
| **PART FIVE – SIGHTED BY MANAGER** (e.g. Area/Zone Commander, Regional Manager, Executive Manager, Director) |
| **Title:**       | **Given Name:**       | **Surname:**       |
| **Position:**       |
| **Signature:**       | **Date:**       |
| **Do you support this nomination?** [ ]  Yes [ ]  No (Please comment) |
| **Comments:**      **Note: this nomination must be progressed to the AC/ED’s Office** |
| **PART SIX – ENDORSEMENT BY ASSISTANT COMMISSIONER / EXECUTIVE DIRECTOR** |
| **Title**:       | **Given Name**:       | **Surname**:       |
| **Signature**:       | **Date**:       |
| **Comments:**       |
| The Queensland Fire and Emergency Services is collecting personal information for the purpose of processing nominations subject to the requirements of the Information Privacy Act 2009 (The IPA Act) which are defined in the eleven (11) Information Privacy Principles (IPPs). For information on the eleven IPPs, refer to Schedule 3 of the IPA Act. |

Guidelines

**General Information**

The Commissioner’s Meritorious Service Award recognises any member of the QFES workforce, paid and volunteer, who performs outstanding service in a designated role or function to an exceptional level.

Circumstances may include, but are not limited to:

* Exceptional contribution to significant events for which the QFES has key responsibilities where officers are responsible for the planning and organising of specialist support at the event.
* Performed outstanding specialised service or leadership in delivering successful outcomes in a program or project.
* Enhanced the professional image of QFES far exceeding what might reasonably to be expected from an officer of QFES.

The award initially will be represented as a ribbon with a clasp and ribbon bar. If an officer is awarded the Commissioner’s Meritorious Service Award on more than one occasion, a full set of the award will be presented on each occasion a recipient is granted the award. Each subsequent award will be also be signified by an additional clasp on the ribbon and a rosette for the ribbon bar. The number of clasps on the ribbon and rosettes on the ribbon bar will represent the number of occasions this type of award has been presented to a workforce member.

**Eligibility Criteria**

Members of the QFES workforce, paid and volunteer, are eligible for nomination for this award.

This award may be made posthumously or to a person who has resigned or retired from QFES.

You cannot self-nominate for this award.

**Nomination Process**

1. Nominations are made via a nominator within QFES.
2. Complete this form and submit to appropriate Manager for sighting. It is the responsibility of the nomination officer to ensure that the individual’s details are correct and to ensure that, to the best of their knowledge, the individual being nominated meets the eligibility criteria.
3. Managers are responsible for considering nominations regarding the eligibility criteria and ensuring the nomination is progressed.
4. Manager sighted nominations are to be submitted to the relevant Assistant Commissioner (AC)/Executive Director (ED) for approval.
5. AC/ED approved nominations are submitted to QFES Honours, Reward and Recognition (HRR) Team.
6. The HRR Team conduct various credential checks and submit integrity checks to the Workforce Liaison Unit. Any adverse integrity checks are sent directly to the Chair, HRR Advisory Panel for consideration.
7. All nominations meeting the eligibility criteria and are clear of integrity checks are progressed to the HRR Advisory Panel for recommendation to the Commissioner.
8. Once the Commissioner has approved, the HRR Team will finalise the nomination.